



Role Description

Position:	Choreographer (and ex-officio member of the DMS Committee)
Responsible to:	DMS Committee
Elected by:	DMS Committee members based on recommendations from the Reading and Casting sub-committee

Responsibilities:

Supporting the Director by managing all choreography aspects of the show, and ensuring the delivery of a quality production

Brief Description of activities related to this function:

Auditions

Prior to Auditions

- Ensure availability for Audition dates & times
- Identify a suitable audition piece for choreography – establish steps that will support all standards of performer
- Discuss choreography with the Director and MD and agree on style of choreography

During Auditions

- Run the dance component of the Auditions
- Determine, in conjunction with the audition panel, the short list and call-backs
- Run the dance component of call-backs
- Finalise the cast in conjunction with the audition panel

Rehearsals

Prior to Rehearsals

- Meet with Director and MD to discuss the show – share ideas
- Establish a choreography rehearsal schedule that synchronises with the requirements of the Director and MD

Rehearsals

- Lead dance components of the rehearsals
- Provide cast with details of their choreography
- Assist Director with blocking of lead's songs – the Director may take the lead here, while the choreographer focuses on the chorus numbers



- Provide the cast with ongoing feedback on dance performance

Early in the Rehearsal Period

- Meet with Costume Coordinator and Director re costume requirements in relation to dances (e.g. loose clothing etc)

Performances

During Performances:

- Provide cast and crew with support during the season of the show
 - Attend Opening and Closing night performances (and as many other performances as possible)
 - Assist with any additional rehearsal(s) called by the Director (usually Mon & Wed after opening night)

Committee Meetings:

- The Choreographer is an ex-officio member of the Committee and is requested to attend Committee meetings
- Provide a Choreographer's report at each committee meeting
 - Advise show's progress from the Dance perspective
 - Advise of any issues
 - Request assistance as required
 - This report may be presented by the Director if the meeting clashes with a rehearsal choreography session

After-Show Presentation to Cast & Crew:

- Attend presentation and provide commentary regarding the cast members as required

Version History			
Version	Prepared/Updated By	Date	Approved
Original	E. Bruce		
Version 1.1	E. Bruce	18/06/2018	